

Race to the Top
Optional Amendment Request Template
Revised October 4, 2011

Dear (Race to the Top program officer),

This letter is to inform you of (State's) request to amend its approved Race to the Top (plan and/or budget). The required documentation, outlined in the *Grant Amendment Submission Process* document, is attached.

Changes in activities or major budgetary changes

- 1. Grant project area(s) that would be affected by the change.**
- 2. Description of the requested change.** Include a *brief* explanation of the original work/activities/budget and a more detailed description of the new work/activities/budget being requested. Clearly state the nature of the change is, *e.g.* a timeline shift, an adjustment to the approach, or a change in funding. Additionally, describe any changes to other areas of the plan that may stem from the proposed change, *e.g.* a timeline shift in a related project, or a change in funding. If relevant, use tracked changes to convey the impact of the request on the State's current approved scope of work.
- 3. Rationale.** Include an explanation of why the proposed change is warranted, and how the proposal aligns with the Race to the Top program *Principles*. The rationale serves two purposes: to address the "why" of the request, and to show how the request will both help the State meet the goals and measures in its approved Race to the Top plan (*e.g.* student outcomes goals, performance measures).
- 4. Impact statement regarding Race to the Top goals.** Explain how this change would affect the State's performance measures, student outcome goals, or any other relevant goals set forth in the approved Race to the Top plan. As in the description of the change (#2), keep in mind that the proposed change may have implications for other elements of the plan. For changes to goals and/or measures, include both the current goal or measure and the proposed change(s).
- 5. Budget documentation.** Include the most recent relevant project-level budget table(s) and summary budget table. The State's program officer may request additional supplementary information, as needed. If the requested amendment does not affect the budget, indicate that in the request.
- 6. Signatures.** The payee (*e.g.*, SEA Chief or representative) must sign the request and provide an assurance that the grantee (Governor) is aware of the request. The Department may require a signature from the Governor or Governor's authorized representative, as well as the payee.

Changes to the list of participating LEAs

- 1. Name and NCES ID for the LEA.**
- 2. Rationale for the change.** In instances where the State chooses to add or remove a participating LEA, describe the reason for the action and any appropriate context. In instances where an LEA withdraws from the plan, include the rationale the LEA provided for doing so.

- 3. Impact statement.** Describe how this change would affect the State's ability to carry out the Race to the Top plan and its goals, including performance measures and student outcome goals.

(State) acknowledges that the Department of Education may request supplementary information to inform consideration of this request.

As the designated payee or authorized representative for (State's) Race to the Top grant, I assure that the grantee (Governor) is aware of this request, this request is being submitted prior to implementing any changes to the approved projects and/or budgets, and that this revision does not result in the grantee's failure to comply with the terms and conditions of this award and the Program's statutory and regulatory provisions.

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<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;"><i>Grantee signature</i> <i>(if required by the Department for substantial amendment request)</i></div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;"><i>Date</i></div>
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Attached: Documentation to satisfy all of the components listed above.

If the State is requesting approval for more than one amendment at this time, please include the key components for each amendment request.